ASCR Web Plus User Account Request Form Hospitals Only

ASCR will email you user ID and initial password, which you can use to enter data in our web based abstraction program - Web Plus at our website/Data Transfer page or directly through https://webplus.adph.state.al.us/. You need to change password at your first login.

Please type or print carefully (all fields are required):

Abstractor Name (last, first, middle)	
Facility Name(s): **List below.** 1. 2. 3. 4.	Facility ID(if known)/NPI#: **List below.**
Abstracting Software	
User Function: (check all applied)	File Upload (X) Online Abstraction ( )
Phone Number	
Fax Number	
Address, City, State, Zip	
E-mail address – **E-mail is not to be used to transmit confidential data, but for Web Plus user identification purposes only.**	

I certify I am an authorized registrar for the above facility. I will not share my Web Plus user ID or Password with anyone. I have read and agree to abide by the ASCR Secure Online Data Submission Guideline (see next page).

Abstractor Signature: _____   Date: _____

Return this form to us at: Alabama Statewide Cancer Registry
                                 RSA Tower, Ste 1400-F
                                 201 Monroe St
                                 Montgomery, AL 36104
Or Fax to: 334-206-3757 attn: Melissa McNeil

Guideline for ASCR Secure Online Data Entry

Some of these guidelines are simple and common sense. Others require some technical assistance. Please contact technical support at your facility or us for help.

❖ Do not share your username and password with anyone, including your administrator, temporary workers, and other contractors. All ASCR web access is tracked by username.

❖ Keep your username and password in a secure place. Do not attach it to a post-it note on your monitor!!!

❖ Do not access the ASCR web site from a public computer such as those found in public libraries, coffeehouses, etc.

❖ **Do not allow your web browser to "remember" your username and password for you**. This feature stores your password on your local drive and anyone could log into the ASCR web site without supplying your password. Internet Explorer users can turn off AutoComplete from Tools → Internet Options → Content → AutoComplete → Leave unchecked "Use AutoComplete for User Name and Passwords on forms" and select Clear Passwords.

❖ Preferred web browser is <u>Microsoft Internet Explorer</u> version 5.0 or later. You can usually see if your existing browser has 128-bit encryption from the Help → About menu.

❖ When you access a web site, what you see on the screen is first downloaded to a temporary directory on your local hard drive. These files will have confidential data in them. Use your browser settings to delete your Temporary Internet Files (also called Browser Cache) after you have accessed ASCR web site. Most browsers have an option to delete these files automatically after you exit. (For Internet Explorer: Tools → Internet Options → Delete Files, or Internet Options → Advanced → Security → Check both Empty Temporary Internet Files & Do not save encrypted pages to disk).

❖ Choose the Logout menu choice from you ASCR menu, and close the window when you have completed your work.

❖ Periodically check the <u>News and Events</u> and <u>Hospital Resources</u> of the ASCR website for updates and changes to ASCR data submission requirements.